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MEMORANDUM FOR: Chief, Logistics Services Division

SUBJECT : Request for Partitioning of Claims Area of
Insurance Branch in Magazine Building

1. The working space provided for the insurance and claims assistants of the Insurance Branch in the Magazine Building consists of one large room containing eleven desks and two tables. Each desk is equipped with telephone, adding machine, and typewriter and personnel are required to work at close quarters performing highly detailed duties. During the last audit of Insurance Branch, it was pointed out that these are poor conditions for this type of work and the auditors recommended that action be taken to partition this area for improved efficiency and morale of the employees.

2. The purpose of this memorandum is to request that you have a member of your office survey this situation and advise me of how this partitioning can be accomplished and the estimated cost of such a project. The area in question is Room 402, Magazine Building. Should you desire additional information, please contact me on []
or [] Chief of Insurance Branch, on []

25X1

25X1

[]
Chief, Benefits and Services Division/OP

25X1

25 YEAR
RE-REVIEW

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GROUP 1
Excluded from automatic
downgrading and
declassification

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UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	<i>Chief, Insurance Branch</i>		
3	<i>406 Magazine</i>		
4	<i>Jeannette</i>	<i>8/26</i>	<i>JH</i>
5	<i>Diane</i>		
6	<i>File audit 7/26/68 8/27/68</i>		
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
Remarks: <i>Bill -</i> <i>We changed the period of</i> <i>first follow-up from 90</i> <i>to 30 days, and substituted</i> <i>"Agency" for "Audit Staff". These</i> <i>changes were agreed to by</i> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> <i>on 26 July 1968</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			<i>26 July 68</i> <div style="border: 1px solid black; width: 50px; height: 15px; margin: 0 auto;"></div>
			SECRET